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Approved For Release 2006/14/4/3 CHARLEDP75-00399R000100100008-8 REPORTS INVENTORY PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL NARRAT I VE Activity Report - PPS (Feeder) REPORT MACHINE-NAME LISTING TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) LOGISTICS SECURITY 3. FUNCTIONAL AREA FINANCE MEDICAL Distribution (No. of components not number of copies) 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) Weekly 5 9. DIRECTIVE AUTHORITY REQUIRING REPORT B. ADP PROCESSING 7. FORMAT (memorandum, form computer print-out, etc) IF YES GIVE ADP PROCESSING NO. YES DD/SMemorandum NO 11. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) Average Weekly total of 5 feeder reports, titled PPS "Item for Activity Report," by individual staff members. 12. COST FACTORS PREPARATION AND REVIEW COSTS MANUAL HOURS PER TIMES COST PER HOURLY COST PER YEAR GRADE PREPARED REPORT RATE REPORT 365.04 GS-16 \$ 14.04 1/2 \$ 7.02 52 419.12 52 8.06 8.06 GS-13* 1 3.86 52 200.72 3.86 GS-06 984.88 Based on FY 70 Average grade level of GS-13, step 3. COSTS OF COMPUTER PRODUCED REPORTS \$ 984.88 TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Feeder report to the Office of Finance's weekly Activity Report to the DDS. Highlights significant activities during the week involved in accomplishing basic functions of PPS and in our continuing effort to develop more effective methods and procedures. Useful at C/PPS and D/Fin levels in evaluating PPS' contribution to improvement of the overall financial system. Provides some of the data needed for PPS' Program Call Report. FUTURE GOALS 14. ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT DOLLARS MAN-HOURS RETAIN AS IS OTHER (explain) STAT CHANGE DISCONT INUE 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION 16. DATE OF INVENTORY 23 Sept. 1970Approved For Release 2006/11/13 : CIA-RPB75-00399R000100100008-8 STAT

Classification

(22-36-43)

FORM 11,2

LEDP75-00399R00010010008-8 Approved For Release REPORTS INVENTORY PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F NARRATIVE REPORT Weekly Activity Report MACHINE-NAME LISTING **PERSONNEL** TRAINING ADMIN. GENERAL SECURITY OTHER (specify) LOGISTICS 3. FUNCTIONAL AREA X FINANCE MEDICAL 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies) 2 Weekly 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. Memorandum $X|_{N0}$ II. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) Monetary Division 12, COST FACTORS MANUAL PREPARATION AND REVIEW COSTS HOURS PER COST PER TIMES HOURLY X COST PER YEAR GRADE X PREPARED REPORT RATE REPORT \$143.00 \$11.00 1/4\$2.75 52 GS-15 122.72 1/42.36 52 GS-14 9.44 2.01 52 104.52 1/4GS-13 8.06 GS-07 3.89 1/4 . 97 52 50.44\$420.68 COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR \$ 420.68 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Director of Finance Requirement ъ. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS MAN-HOURS DOLLARS OTHER (explain) X RETAIN AS IS CHANGE -0-DISCONTINUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY Approved For Release 2006/11/13: CIA-RDP75-00399R000100100008-8

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PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F NARRATIVE Weekly Activity Report REPORT MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL LOGISTICS SECURITY OTHER (specify) 3. FUNCTIONAL AREA MEDICAL FINANCE 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies) 4. NO. OF COPIES PREPARED 3 Weekly 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) IF YES GIVE ADP PROCESSING NO. YES Director of Finance Memorandum ИО 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title, contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) **PSAD** COST FACTORS 12. MANUAL PREPARATION AND REVIEW COSTS HOURLY HOURS PER COST PER TIMES GRADE X COST PER YEAR X REPORT RATE REPORT PREPARED GS-14 \$10.70 1/4\$ 2.68 39 \$ 104.52 GS-15 12.47 1/43.12 39 121.68 GS-07 4.41 1/41.10 39 42.90 \$ 269.10 COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR \$ 269.10 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Needed to keep Director and DD/A&A advised of events not reflected in other reports. May be used for OF Report to DDS. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS RETAIN AS IS OTHER (explain) MAN-HOURS **DOLLARS** CHANGE DISCONTINUE 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION Approved For Release 2006/11/13: CIA-RDP75-00399R000100100008-8

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Approved For Release 2006/1113161ARDP75-00399R000100100008-8 REPORTS INVENTORY PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F NARRATIVE Significant Items to DDS REPORT MACHINE-NAME LISTING **PERSONNEL** TRAINING ADMIN. GENERAL LOGISTICS 3. FUNCTIONAL AREA SECURITY OTHER (specify) FINANCE MEDICAL 4. NO. OF COPIES PREPARED 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) number of copies) 1 Weekly 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. 100 ${f Memorandum}$ Director of Finance 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title, contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) All Sections of Compensation and Tax Division C&T Div. 12. COST FACTORS MANUAL PREPARATION AND REVIEW COSTS TIMES HOURLY HOURS PER COST PER GRADE X X COST PER YEAR RATE REPORT REPORT PREPARED GS-11 \$ 7.36 1/2 \$ 3.70 5 \$ 18.50 COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR \$18.50 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To inform the Director of Finance of significant items of interest for his weekly report to the DDS. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS RETAIN AS 18 OTHER (explain) MAN-HOURS **DOLLARS** CHANGE DISCONTINUE 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100008-8

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